

LOYOLA UNIVERSITY BULLETIN

No. 6



THE EVENING DIVISION

1955

ANNOUNCEMENTS AND SCHEDULE 1955-1956

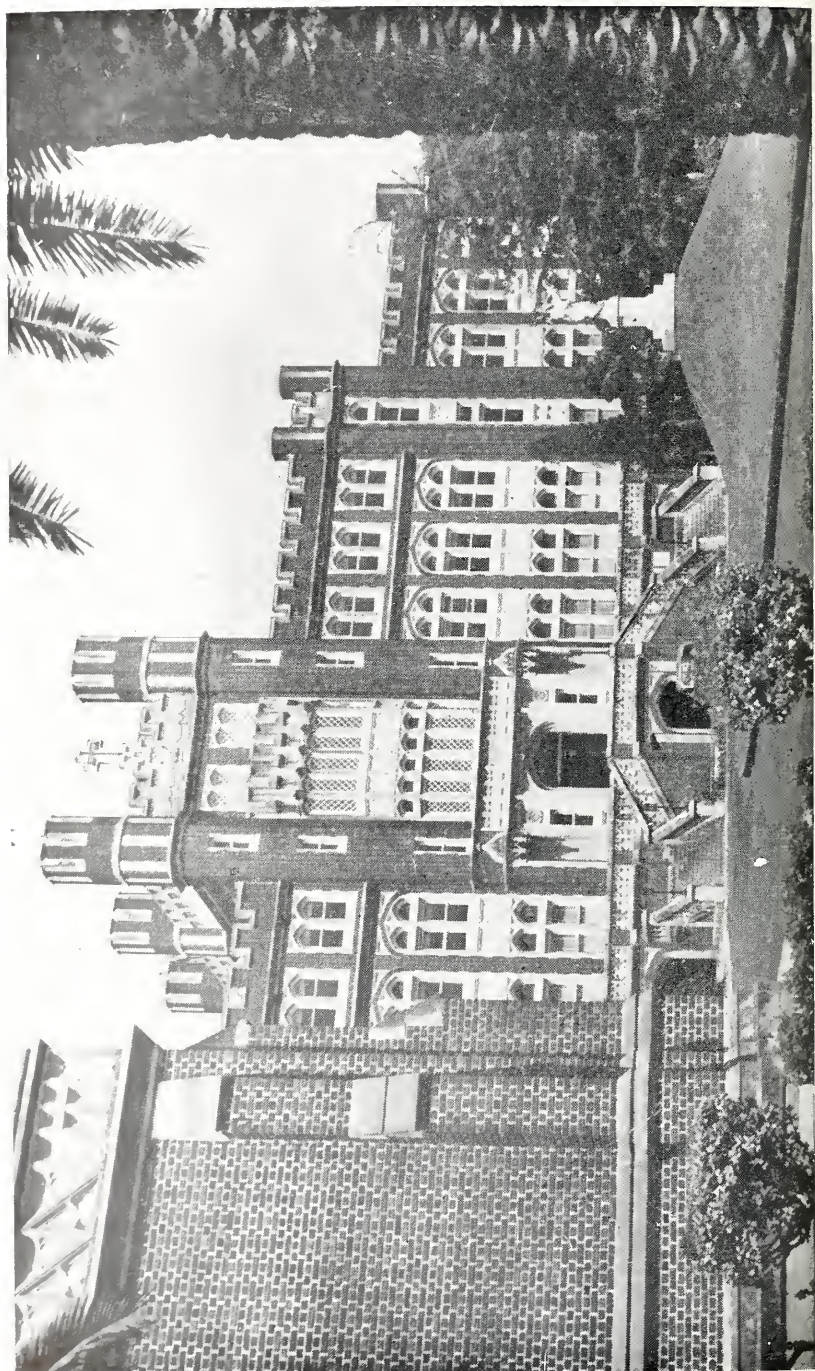
New Orleans, La.

August, 1955

VOL. XXXVII

B
8.2
3.3
9.9

Set II



Ad Majorem Dei Gloriam

LOYOLA UNIVERSITY
NEW ORLEANS

EVENING DIVISION

COURSE OFFERINGS
ANNOUNCEMENTS
AND SCHEDULE

1955 - 1956



LOYOLA UNIVERSITY
6363 St. Charles Avenue
New Orleans 18, La.

TABLE OF CONTENTS

	Page
Session Calendar	3
Board of Directors	4
Officers of Administration	4
General Statement	5
Application for Admission	5
Methods of Admission	5
Admission Requirements	6
Fees	7
Refund Policy	8
Scholarships	8
Graduation Honors	8
Administrative Procedure	9
Student Activities	9
Student Counseling	10
Degree Programs:	
Bachelor of Arts	11
Bachelor of Commercial Science	11
Bachelor of Science-Education (Elementary)	12
Bachelor of Science-Education (Secondary)	12
Bachelor of Social Sciences	13
Combined Degrees:	
Pre-Legal—B. C. S.	15
Pre-Legal A.B., B.S.S.	15
Certificate Programs:	
Accounting	16
Arts	16
Credits and Collections	16
Executive Secretary	16
Management	17
Radio and Dramatics	17
Real Estate	17
Salesmanship	17
Social Science	17
Course Offerings:	
Arts and Sciences	18
Business	24
Saturday	31
Schedule:	
Fall	33
Spring	35
Saturday	37

LOYOLA UNIVERSITY BULLETIN

Vol. XXXVII

August, 1955

No. 6

Published in the months of January, March, April, May, June, August, September and biennially in December, starting in 1952.

Second Class Mail Privileges Authorized at New Orleans, Louisiana.

SESSION CALENDAR—1955-1956

FALL SEMESTER—1955

- September 12-16.....Registration—6 P.M. to 9 P.M.
September 19.....Official opening of Fall Semester.
September 19-20.....Orientation Program. (Every student is obliged
to attend either night.)
7:00 P.M. (Classes resumed after Orientation.)
September 30.....Latest date for registration, schedule adjust-
ments or official withdrawal from courses.
November 1.....Feast of All Saints. University holiday.
November 16.....Mid-semester examinations begin.
November 24.....Thanksgiving holidays, Thursday thru Saturday.
December 8.....Feast of the Immaculate Conception. University
holiday.
December 20.....Christmas holidays begin after last scheduled
class.
January 4.....Classes resumed.
January 19.....Final examinations begin.
January 26.....End of Fall Semester.

SPRING SEMESTER—1956

- January 26, 27, 28.....Mid-session holidays. Registration for Spring
Semester—6 P.M. to 9 P.M.
January 30.....Official opening of Spring Semester.
February 4.....Examinations for removal of conditions in-
curred in the Fall Semester.
February 10.....Latest date for registration or schedule adjust-
ments.
February 13-14.....Mardi Gras. University holidays.
February 17.....Latest date for applications for candidates for
degrees to be conferred in June, 1956. Last
day for official withdrawal from courses.
March 22.....Mid-semester examinations begin.
March 28.....Easter holidays begin after last scheduled class.
April 3.....Classes resumed.
May 10.....Ascension Thursday. University holiday.
May 11.....Theses dues in final form from candidates for
degrees to be conferred in June, 1956.
May 16-19.....Examinations for Seniors.
May 23.....Examinations for underclassmen begin.
May 30.....Commencement exercises.

LOYOLA UNIVERSITY

BOARD OF DIRECTORS

REV. W. PATRICK DONNELLY, S.J., A.M., S.T.L., *President*

REV. EDWARD A. DOYLE, S.J., Ph.D., S.T.L., *Vice-President*

REV. ALOYSIUS B. GOODSPEED, S.J., M.A., S.T.L., *Treasurer*

REV. EDWARD SHIELDS, S.J., A.M., *Secretary*

EVENING DIVISION

OFFICERS OF ADMINISTRATION

RAYMOND P. WITTE, Ph.D., *Director*

REV. ALOYSIUS B. GOODSPEED, S.J., M.A., S.T.L., *Treasurer*

REV. SAMUEL H. RAY, S.J., A.M., S.T.D., *University Chaplain*

REV. ANTHONY C. O'FLYNN, S.J., M.A., *Dean of Students*

JAMES W. DYSON, A.M., B.S. in L.S., *Librarian*

GENERAL STATEMENT

The Evening Division of Loyola University has been established for the convenience of those men and women who wish to continue their education or broaden their cultural backgrounds. It is open to students of all denominations.

The Evening Division welcomes and encourages not only those students seeking baccalaureate degrees but also those students who, while not seeking a degree, feel the need of additional academic training. Such a non-degree student may select those subjects in the fields of Arts and Sciences or Business which he feels best meets his cultural or professional educational requirements.

ENTRANCE PROCEDURE

Application for Admission as Degree Students

Applicants for admission to the Evening Division must meet the requirements stated below under Methods of Admission. The specific units of credit that are required and other units that may be presented for admission are listed under Admission Requirements.

Application for admission accompanied by proper credentials must be filed with the Registrar at least three weeks prior to the Registration date for the Fall and Spring. Applications received after these dates will be considered only if student quotas have not been filled.

The University reserves the right to refuse admission to applicants whose previous work is of such a grade as to create a doubt regarding their ability to pursue successfully their scholastic work in the University.

Students should be present on the opening day of classes. They will not be admitted after the first five class days.

Methods of Admission

Admission as a *matriculated student to the Evening Division may be obtained by one of the following methods:

1. By certificate or diploma of graduation from an approved high school.
2. By examinations.
3. By transfer from another university or college of recognized standing.

Admission by Certificate: Admission without examination is granted to students who have graduated with a minimum of fifteen

*A matriculated student is one who has fulfilled all entrance requirements, paid all fees that are due, and is pursuing regular courses leading to a degree.

acceptable units from any high school accredited by a recognized standardizing agency, or by the State Board of Education, or by the State University of the State in which the high school is situated. The application for admission must be accompanied by a certificate from the high school showing the quantity and quality of work accomplished by the applicant and giving information about his personality, character, and health.

An applicant graduating in the lower third of his high school graduating class may not be admitted to the Evening Division as a general rule. The Committee on Admissions is empowered to grant admission to such applicants by exception, with the provision that the student be placed on probation for one semester. His continuance in the Evening Division will depend upon the quality of work accomplished during the first semester.

Admission by Examinations: An applicant who is not entitled to enter by certificate, as stated above, may be admitted on the basis of entrance examinations in English and Mathematics and of a general intelligence test. These examinations are held in July and September. Applications for these examinations should be made to the Registrar of the University at least two weeks in advance.

Admission to Advanced Standing: Advanced standing will be given, at the discretion of the Committee on Admissions and Classification, to an applicant who has fulfilled the high school requirements for admission and in addition presents a transcript of college credits certified by the proper official of the college or university attended showing all the scholastic work done in that institution and in all other institutions of collegiate rank previously attended, and giving the student honorable dismissal. Credits presented from a non-accredited institution will be accepted rarely, at the discretion of the Committee on Admissions and Classification, and only if the student has made satisfactory grades in his first semester's work at Loyola University Evening Division.

No transfer student will be accepted unless he has attained a "C" average for all hours attempted during the preceding year at the college from which he transfers, has a general "C" average for all hours attempted previously in college, and no faculty action has been taken against him. Credits presented for work done by correspondence will not be accepted.

Admission Requirements

For admission to the Evening Division, at least fifteen acceptable high school units are required of which twelve must be in strictly academic courses. In general, these units should show several sequences of subject-matter adapted to the course to which admission is sought.

All students must present the following units:

	Units
*English	4
History, Civics	2
**Mathematics	2
Science	1
***Electives	6
Total	15

FEES

The tuition fee for all courses in the Evening Division is \$15.00 per semester hour, except for accredited teachers.

For accredited teachers who are at present engaged in teaching, the tuition is \$12.00 per semester hour. The Teacher's Certificate accompanied by a statement of present employment should be presented for inspection at the time of registration.

A matriculation fee of \$5.00 is charged when a student registers for the first time.

All students are charged a registration fee of \$3.00 for each registration.

Additional fees, as follows, are charged when applicable:

Conditional Examination Fee	\$ 2.00
Late Examination Fee	2.00
Transcript (after first)	1.00
Graduation Fee	25.00
Cap and Gown Deposit (refundable)	30.00
Certificate Fee	5.00
Change Fee	2.00

Tuition and assessed fees are payable the semester in advance, that is, at registration time in September for the Fall Semester, and at registration time in January for the Spring Semester.

Until a student's indebtedness is paid in full, no transcript of his credits or record of his work will be released from the University.

The Graduation Fee and the Cap and Gown Deposit is payable by seniors on the date designated in the session calendar. The full Cap and Gown Deposit will be refunded provided the Cap and Gown are returned in good condition immediately after graduation. If they are returned more than two months after graduation, only \$10.00 will be refunded.

The Late Examination Fee will be charged for any examination taken later than the assigned date, no matter what the excuse. Except for sickness, no late examination will be given unless per-

*One unit in English may be replaced by a unit in Speech or Journalism.

One unit of Mathematics **MUST be Algebra.

***The six elective units may be earned in the subjects named above, or may be earned in any subject included in the curriculum of any accredited high school, except such subjects as physical education, military training, etc.

mission is obtained from the Director prior to the regularly scheduled examination.

A fee of two dollars will be charged for every change of course, after the student's schedule has been completed.

REFUND POLICY

Since the Evening Division assumes financial obligations in behalf of its students, it finds it impossible, except in rare instances, to refund either the fees or the tuition after classes have started. In exceptional cases, such as a call to the Armed Forces, a transfer out of the city, or prolonged illness and so forth, a letter **MUST** be sent to the Director of the Evening Division requesting a refund.

If his financial committee finds that a refund is justified, one-half of the tuition will be refunded in the first two weeks of class and one-fourth of the tuition will be refunded in the second two weeks. There is never a refund of fees and under no conditions is there ever a refund of tuition after the first four weeks of class. Application for refund **MUST** be made within two weeks of the date of withdrawal. All refund requests are the sole responsibility of the student. No refund is made when a student is suspended, dismissed for disciplinary reasons, or fails to pass in prescribed or elected courses.

SCHOLARSHIPS

Retirement Scholarship: As a small token of appreciation for the tremendous contributions made to the welfare of our community by the older generation, the Evening Division offers free tuition to all persons sixty-five years of age or older. The only cost is the fees and the textbooks.

For Wives: In the interest of better family life, the Evening Division offers a one-half tuition scholarship to those wives whose husbands are also enrolled in the Evening Division. Such wives are free to take any course or program offered by the Evening Division.

These scholarships apply to all courses and programs in the Evening Division **only**. They do not include the offerings of any other college or division of the University.

GRADUATION HONORS

Graduation honors are computed according to the quality point system. A student's graduation average is determined by dividing the total number of quality points earned by the total number of semester hours attempted by the student during his entire course. Semester hours carried include all hours attempted, excluding authorized withdrawals, but including all attempts at a course which has been repeated in order to raise the total of quality points. A student who has made an average of 2.5 graduates **cum laude**; one who has made an average of 2.7 **magna cum laude**;

one who has made an average of 2.9 **summa cum laude**. Record of these honors is inscribed on the diploma and noted in the list of graduates published for the Commencement Exercises.

ADMINISTRATIVE PROCEDURE

Students whose absences exceed 300 class minutes cannot receive academic credit.

An absence does not exempt a student from tests or other written work required during the period of absence. The responsibility for making up work or for taking omitted tests rests wholly upon the student.

Students are held responsible for reading daily all notices on the bulletin boards. Their failure to do so will not be accepted as an excuse for not being guided by official announcements.

All regulations that apply in general to students of other schools and colleges of the University apply in similar manner to students in the Evening Division. These regulations are to be found in the General Bulletin of Loyola University, which any student may obtain from the Registrar of the College of Arts and Sciences upon request.

STUDENT ACTIVITIES

Adult Education, by its very nature attracts a high type of person. The Evening Division is proud of its students. It believes that one of the big advantages of adult education is the opportunity it affords the students to become acquainted with each other. Therefore, the Office of the Director not only encourages, but even assists in arranging all types of student activities and organizations.

Sodality: This religious organization is for the Catholic students, both men and women. It meets once a month and arranges its own religious and social activities.

Student Council: The Evening Division student body chooses representatives to the University Student Council.

Evening Division Student Committee: The membership of this committee is made up of volunteers from among the student body. It elects its own officers and determines its own activities. It looks out for the welfare of the student body and acts as a liaison body between the Office of the Director and the student body. It also arranges and manages most of the social activities.

Social-Service Organization: The membership of this group is made up of and opened to all Evening Division students. It elects its own officers and arranges its own activities. The purpose of this organization is to promote a spirit of charity to underprivileged children of various institutions and to promote social functions.

STUDENT COUNSELING

Several Jesuit members of the Evening Division faculty are available for spiritual or personal counseling. Their names, offices, and office hours are posted on the Evening Division Bulletin Board.

Students are urged to seek academic counseling from either the Office of the Evening Division or the faculty. The Director, the Staff, and the faculty is eager to be of assistance.

Vocational Guidance is handled through the cooperation of the Director of the Faculty. Students seeking such guidance are urged to meet with the Director and he, if necessary, will make the necessary arrangements with the proper faculty member.

DEGREE PROGRAMS

Bachelor of Arts

FRESHMAN

Course No.		Sem. Hrs.
English	101-102.....	6
History	101-102.....	6
Latin	103-104.....	6
Language	101-102 (Mod.)	6
Sociology	101-102.....	6
or		
Greek	101-102.....	6
Theology**		6
		<u>36</u>

SOPHOMORE

English	201-202.....	6
Latin	201-202.....	6
Language	201-202 (Mod.)	6
Mathematics	103-105.....	6
Sociology	205-206.....	6
or		
Greek	201-202.....	6
Philosophy	201-202.....	6
Theology**		3
		<u>39</u>

JUNIOR

History	201-202.....	6
Philosophy	203-301.....	6
Science		8
Field of Concentration		12
		<u>32</u>

SENIOR

Philosophy	302-303.....	6
Philosophy	211 or 311.....	3
Field of Concentration		18
		<u>27</u>

Bachelor of Commercial Science

FRESHMAN

Course No.		Sem. Hrs.
English	101-102.....	6
History	101-102.....	6
Mathematics	103-105*	6
Economics	104-105.....	6
Accounting	101-102.....	6
Theology**		6
		<u>36</u>

SOPHOMORE

English	201-202.....	6
History	201-202.....	6
Philosophy	201-202.....	6
Economics	201-202.....	6
Accounting	205-206.....	6
Theology**		3
		<u>33</u>

JUNIOR

Philosophy	203-301.....	6
Finance	305-307.....	6
Management	311.....	3
Bus. Comm.	304.....	3
Electives***		10
		<u>28</u>

SENIOR

Philosophy	302-303.....	6
Bus. Law	305-306.....	6
Economics	331.....	3
Management	334-337.....	6
Marketing	301.....	3
Electives***		10
		<u>34</u>

*Accounting 104 may be substituted for Mathematics 105.

**Nine hours of Theology required of all Catholic students. Others may substitute these hours with the approval of the Director.

***All electives must be upper division business courses.

**Bachelor of Science
Education**
(Elementary Education)

FRESHMAN		Sem. Hrs.
Course No.		
Biology	101-102.....	8
Education	152-155.....	6
English	101-102.....	6
History	201-202.....	6
Mathematics	103-105.....	6
Theology*		6
		38

SOPHOMORE

Chemistry	103	
or		4
Physics	103	
Education	230-254.....	6
English	201-202.....	6
Phys. Educ.	150-151.....	4
Philosophy	201-202.....	6
Sociology	101-102	
or		6
Economics	201-202	
Theology*		3
		35

JUNIOR

Education	310-333.....	6
Education	352-353.....	6
Expression	101	3
Phy. Educ.	389	2
Philosophy	203-301.....	6
Sight		
Reading	101	3
		26

SENIOR

Education	350	4
Education	354-355.....	6
History	361	3
Phys. Educ.	390	2
Philosophy	302-303.....	6
Electives		8
		29

**Bachelor of Science
Education**
(Secondary Education)

FRESHMAN		Sem. Hrs.
Course No.		
English	101-102.....	6
Sociology	101-102	
or		6
Economics	201-202	
Mathematics	103-105.....	6
Science		8
Electives		6
Theology*		6
		38

SOPHOMORE

English	201-202.....	6
History	201-202.....	6
Philosophy	201-202.....	6
Science		4
Electives		6
Phys. Educ.	150-151.....	4
Theology*		3
		35

JUNIOR

Philosophy	203-301.....	6
Education	301-302.....	6
Education	351	2
Field of Concentration		12
		26

SENIOR

Philosophy	302-303.....	6
Education	350	4
Education	310-333.....	6
Field of Concentration		16
		32

*Nine hours of Theology required of all Catholic students. Others may substitute these hours with the approval of the Director.

Bachelor of Social Sciences

FRESHMAN

Course No.	Sem. Hrs.
English 101-102	6
Expression 101-102	6
History 101-102	6
Language 101-102 (Modern)	6
Social Sciences	6
Theology*	6
	36

SOPHOMORE

English 201-202	6
History 201-202	6
Language 201-202 (Modern)	6
Mathematics 103-105	6
Philosophy 201-202	6
Theology*	3
	33

JUNIOR

Philosophy 203-301	6
Social Sciences	6
Science	8
Field of Concentration	12
	32

SENIOR

Philosophy 302-303	6
Philosophy 211 or 311	3
Field of Concentration	18
	27

*Nine hours of Theology required of all Catholic students. Others may substitute these hours with the approval of the Director.

PRE-LEGAL STUDENTS

Applicants for admission to the School of Law must be of good character. They must have completed their eighteenth year at the time of registration and must present satisfactory proof that they have completed three years of acceptable college work. The prerequisites for pre-law school training are fixed according to the standards of the Association of the American Law Schools and the American Bar Association. All of the work necessary to meet these prerequisites can be done in the Evening Division.

Students in the Evening Division, who wish to enter the School of Law, are advised to study subjects in the field of social sciences, English literature and composition and philosophy. It is advisable for such students to investigate the possibilities of a combined degree program as outlined below.

Combined Degrees: A student who has completed the Junior year in the Evening Division may enter upon his professional studies and after one year of such studies may receive a degree from the Evening Division provided he has fulfilled the following requirements: (1) Before transferring to the professional studies he must have completed all the courses of the Evening Division specifically required for the academic degree and must file a formal application for the degree in the Office of the Evening Division; (2) he must have been registered during the entire year as a Senior in the Evening Division and as a First Year student or Freshman in the professional school in which he is taking his professional studies, and his program of first year studies in the professional school must have been approved at the beginning of the session by the Director of the Evening Division; (3) he must have completed successfully the first year of his professional studies as required by the professional studies in that school; (4) he must not be under any official censure either in the Evening Division or in the professional school; (5) he must see that an official record of the studies which he has taken and the grades he has made in them during the first year of professional studies, together with a statement that he has been promoted to the second year of professional studies and that he is not under any official censure in the professional school, be sent by the Dean of the professional school to the Director of the Evening Division. Combined degrees will not be granted after a student has begun his second year in the professional school.

Such a candidate for a degree from the Evening Division must be present with the other candidates for degrees at the Award Night Ceremonies, the Baccalaureate Service, and the Commencement Exercises of the University.

Absence from any one of these services will render the candidate ineligible for graduation. The University will not confer degrees in absentia.

COMBINED DEGREE PROGRAMS

**Bachelor of Commercial Science
Pre-Legal**

(The first year of Law School satisfies the balance of the requirements.)

FRESHMAN

Course No.		Sem. Hrs.
English	101-102.....	6
Mathematics	103-105*.....	6
History	101-102.....	6
or		6
Language	101-102.....	6
Economics	104-105.....	6
Accounting	101-102.....	6
Philosophy	201-202.....	6
Theology**		6
		42

SOPHOMORE

English	201-202.....	6
Philosophy	203-301.....	6
History	201-202.....	6
or		6
Language	201-202.....	6
Economics	201-202.....	6
Accounting	205-206.....	6
Theology**		3
		33

JUNIOR

Philosophy	302-303.....	6
Management	311.....	3
Management	334.....	3
Management	337.....	3
Marketing	301.....	3
Bus. Comm.	304.....	3
Economics	331.....	3
Finance	305-307.....	6
		30

**Bachelor of Arts; Bachelor of
Social Sciences
Pre-Legal**

(Major in History, Sociology, English, Languages, Latin, Philosophy. The first year of Law School satisfies the balance of the requirements.)

FRESHMAN

Course No.		Sem. Hrs.
English	101-102.....	6
History	101-102.....	6
Latin†	103-104.....	6
or		6
Expression††	101-102.....	6
Language	101-102.....	6
Mathematics	103-105.....	6
Philosophy	201-202.....	6
Theology**		6
		42

SOPHOMORE

English	201-202.....	6
Sociology	101-102.....	6
Latin†	201-202.....	6 or 8
or		6 or 8
Science††	201-202.....	6
Language	201-202.....	6
Philosophy	203-301.....	6
Theology**		3
		33 or 35

JUNIOR

Philosophy	302-303.....	6
Sociology or History		6
Major Subject		12
Minor Subject		6
		30

SUMMER SESSION

Major Subject		6
---------------	-------	---

*Accounting 104 may be substituted for Mathematics 105.

**Nine hours of Theology required of all Catholic students. Others may substitute these hours with the approval of the Director.

†A.B. Program Requirement.

††B.S.S. Program Requirement.

CERTIFICATE PROGRAMS

All certificate program courses are conducted on a college level. All such courses, with only a few exceptions, can be transferred to a degree program with full credit, if the student so wishes and is able to fulfill the degree requirements.

In order to qualify for a certificate, the student must earn a C average.

Listed below are nine certificate programs. Changes in these programs or combinations of one or more or even additional programs can be arranged with the Director of the Evening Division. In offering these certificate programs, it is the wish of the Evening Division to tailor them as closely as possible to the individual needs of each student. Therefore, close cooperation between the Director of the Evening Division and the student is not only welcome, it is essential.

ACCOUNTING

Course No.		Sem. Hrs.
Accounting	101-102.....	6
Accounting	205-206.....	6
Accounting	303-304.....	6
Accounting	314.....	3
Accounting	315.....	3
Accounting	319.....	3
Accounting	321-322.....	6
Accounting	323.....	3
Bus. Law	305-306.....	6
Economics	201-202.....	6
English	101-102.....	6
Finance	307.....	3
Theology*		6
		63

ARTS

Course No.		Sem. Hrs.
Art Appr.	101.....	3
English	101-102.....	6
History	101-102.....	6
History	201-202.....	6
Music. Appr.	101.....	
or		3
Expression	318.....	
Philosophy	201-202.....	6
Sociology	101-102.....	6
Theology*		6
Electives (En., Hr., Sl. or Ex.)		12
		54

EXECUTIVE SECRETARY

CREDITS AND COLLECTIONS

Course No.		Sem. Hrs.
Accounting	101-102.....	6
Accounting	104.....	3
Bus. Comm.	304.....	3
Bus. Law	305-306.....	6
Economics	201-202.....	6
English	101-102.....	6
Expression	101.....	3
Finance	335-336.....	6
Management	299-305.....	6
Management	342-347.....	6
Management	348.....	3
Marketing	320.....	3
Theology*		6
		63

Course No.		Sem. Hrs.
Accounting	101-102.....	6
Bus. Comm.	304.....	3
Bus. Law	305-306.....	6
Economics	201-202.....	6
English	101-102.....	6
Expression	101.....	3
Finance	305.....	
or		3
Finance	307.....	
Finance	335-336.....	6
Management	296-299.....	6
Management	334-342.....	6
Management	347.....	3
Shorthand		6
Typing		4
Theology*		6
		70

*Required subject for All Catholic students; an elective for all others.

MANAGEMENT

Course No.	Sem.
	Hrs.
Accounting 101-102.....	6
Bus. Comm. 207-304.....	6
Bus. Law 305-306.....	6
Economics 201-202.....	6
Economics 331.....	3
or	
Management 341.....	3
English 101-102.....	6
Finance 334.....	3
Management 296-297.....	6
Management 299-305.....	6
Management 311-344.....	6
Marketing 301-307.....	6
Theology*.....	6
	66

RADIO AND DRAMATICS

Course No.	Sem.
	Hrs.
English 101-102.....	6
Expression 011.....	3
Expression 101-102.....	6
Expression 201-202.....	6
Expresssion 309-311.....	6
Expression 312-313.....	6
Expression 314-318.....	6
Management 297.....	3
Marketing 326-332.....	6
Theology*.....	6
	54

SALESMANSHIP

Course No.	Sem.
	Hrs.
Accounting 101-102.....	6
Bus. Comm. 304.....	3
Bus. Law 305-306.....	6
Economics 201-202.....	6
English 101.....	3
Expression 101.....	3
Finance 334.....	3
Management 347.....	3
Marketing 301-307.....	6
Marketing 308-326.....	6
Marketing 332.....	3
Theology*.....	6
	54

SOCIAL SCIENCE

Course No.	Sem.
	Hrs.
Economics 201-202.....	6
English 101-102.....	6
History 101-102.....	6
Pol. Sci. 101-102.....	6
Philosophy 201-202.....	6
Sociology 101-102.....	6
Theology*.....	6
Electives (Hs., Sl., P.S., or Eco.).....	12
	54

REAL ESTATE

The following program in Real Estate was planned by the Evening Division and the Real Estate Board of New Orleans. It is administered by Loyola University with the direct approval of the Real Estate Board. All students finishing this series of courses will be awarded special recognition by the University.

Course No.	Sem.	Hrs.
Management 326.....		3
Management 327.....		3
Management 328.....		3
Management 329.....		3
Management 330.....		3
		15

*Required subject for All Catholic students; an elective for all others.

COURSE OFFERINGS

A Minimum of 10 Non-Scholarship Students Is Required in Each Course

Lower division courses are numbered from 100 to 299; Upper division courses are numbered from 300 to 399.

Courses scheduled on Saturday continue throughout the entire year and earn credit equivalent to that earned in one semester of the regular year.

EDUCATION

Ed. 302 Adolescent Psychology The application of the laws and the principles of psychology in the process of guiding and directing the growth and development of the individual from early adolescence to maturity. 3 sem. hrs.

Ed. 351 Methods Related to Specific High School Courses This course includes the psychology of specific high school subjects and the methods of teaching these subjects. 2 sem. hrs.

Ed. 354 The Teaching of Arithmetic in the Elementary School A review of arithmetic, the development of number concepts through insights and understandings growing out of the child's experience. The use and the interpretation of diagnostic materials and analysis of the abilities used in problem solving. 3 sem. hrs.

Ed. 355 The Teaching of Science in the Elementary School The offerings of nature study and the science toward the unification of the curriculum stressed through the use of visual aids. 3 sem. hrs.

ENGLISH

En. 101 Basic English Rapid grammar review and introduction to accurate and comprehensive reading; introduction to research; the research paper. 3 sem. hrs.

En. 102 Basic English Continuation of comprehensive reading; introduction to literary readings and forms; language as communication on all levels. 3 sem. hrs.

En. 201 A Survey of English Poetry and Prose Political, intellectual, and religious background from Beowulf to the Romantics. The course is required of all Sophomores. 3 sem. hrs.

En. 202 A Survey of English Poetry and Prose From the Romantics to the present day. This course is required of all Sophomores. 3 sem. hrs.

En. 340 English Romantic Poets A discussion of the age and its criticism of the art and thought of the poets of the period. Emphasis will be laid on the poetry of Coleridge, Wordsworth, Byron, Keats, and Shelley. 3 sem. hrs.

En. 351 History of Drama An historical review of the drama; the spirit and thought of each age as exemplified in the drama of the period; an outstanding example of each school thoroughly analyzed. 3 sem. hrs.

EXPRESSION

Ex. 101 Fundamentals of Speech Study of elemental factors governing good speech content and speaking habits in address; expressive English, correct and distinct oral diction, vocal form, posture, platform manners; analysis of the relation between voice and personality; developing poise and freedom of bodily movement. 3 sem. hrs.

Ex. 311 Radio Announcing A studio course in the presentation of radio scripts; analysis and practice of announcing techniques; training to develop voice control, correct enunciation, timing, audience contact; survey of studio procedures and announcers' duties under studio staff direction of radio station WWL. 3 sem. hrs.

Ex. 312 Radio and Television Script Writing Analysis of selected scripts for both media; intensive practice in the writing of scripts. Those written for radio and considered worthy of production will be broadcast over station WWL. This course must be taken by all students wishing to study Construction of the One-Act Play. 3 sem. hrs.

Ex. 313 Radio Acting and Directing A continuation of Ex. 202 to present the specialized techniques of radio acting, and of Ex. 312 to study the typical problems of radio production; each student is cast in a variety of parts and each must produce at least one show; frequent recordings for analysis and criticism of students' proficiency in acting and directing. 3 sem. hrs.

Ex. 316 Preparation for a Career in Radio and Television A course in the basic knowledge and technique for a career in radio and television. For prospective announcers, writers, and producers. Lecture periods and extensive student participation in radio and television programming. Radio and television program preparation. Radio and television continuity writing. Production of musical and dramatic programs. Interviews, special events, news casting and discussions. 3 sem. hrs.

Ex. 317 Radio and Television Program Production A continuation of Ex. 316. A course in the special skills required for production of radio and television programs. Lecture periods and extensive student participation. Experience in planning, writing, direction, and production of radio and television programs.

3 sem. hrs.

Ex. 320-321 Television Drama A practical application of acting technique in the field of television drama. Includes script study, interpretation, characterizations, voice control, facial and body expression, stage movement, and general television dramatic technique. Stress on practical application.

6 sem. hrs.

Ex. 322 Construction of the One-Act Play A thorough study of leading one-act plays to acquaint the student with the mechanics of playwriting. Theme, Crisis, Climax and Characterization are given special attention. This course must be taken by all students wishing to study Radio Script Writing.

3 sem hrs.

MUSIC APPRECIATION

Ms. 101-102 Music Appreciation A course designed to teach the art of how to listen to and appreciate music.

6 sem. hrs.

HISTORY

Hs. 101 Survey of World History I The purpose of this course is to give an introductory view of history as a whole. In this semester, early civilizations are studied in their political, economic, social, and religious aspects, and their contributions to modern civilization evaluated.

3 sem. hrs.

Hs. 102 Survey of World History II In this semester, past movements are coordinated with present civilization by studying the present in the light of the past. Special emphasis is placed throughout on the unity and continuity of history.

3 sem. hrs.

Hs. 201 Survey of United States History I Discoveries and settlements; French and Indian wars; economic development; independence; the "Articles" and the "Constitution"; era of Jefferson; westward movements; the "American system"; the "reign" of Jackson; the Civil War.

3 sem. hrs.

Hs. 202 Survey of United States History II Reconstruction; economic and social developments; imperialism; agriculture vs. industry; growth of monopolies and trusts; World War I; the New Deal; American interest in world affairs; World War II, toward Internationalism.

3 sem. hrs.

Hs. 331 Modern Europe III Policies of the Holy Alliance; Balkan revolution; political disturbances in France, Belgium; legitimists, republicans, and socialists; revolutions of 1848; Louis Napoleon; Crimean War; unification of Italy; Franco-Prussian War; the German empire; European powers in Africa and the Far East.

3 sem. hrs.

Hs. 332 Modern Europe IV Church-state relations in Europe; Spanish-American War; commercialism and humanity; the Hague Tribunal; colonial and commercial expansion; European entanglements; World War I; postwar problems in Europe; World War II.

3 sem. hrs.

Hs. 361 Louisiana History The early settlers and the French regime; the Spanish regime; the Louisiana Purchase; the State before, during, and after the Civil War; Modern Louisiana.

3 sem. hrs.

POLITICAL SCIENCE

Psc. 101 American Government I Structure, development, powers, and limits of the federal government; underlying principles and relationships of executive, legislative, and judicial departments; organization, functions, and powers of various branches and bureaus of government; revenues, expenditures, and debts; federal regulation and control.

3 sem. hrs.

Psc. 102 American Government II State and local governments in the United States; structure and composition; powers and limitations of the lesser governmental units; workings of the state executive, legislative, and judicial branches; state administration and finance; changing relations between the nation and the states; types of municipal organization; county, parish, townships, villages, and special districts.

3 sem. hrs.

JOURNALISM

Jr. 201 News Writing Elements of news; the lead; style and structure of news stories; news sources; intensive practice in writing leads and the simpler types of stories.

3 sem. hrs.

Jr. 202 News Reporting A continuation of Jr. 201. Emphasis is on developing news judgment and craftsmanship along with skill in the reporting and writing of more complex types of news stories. By lecture and round table discussion, the student is taught how to understand the various types of news events, how to cover them, and how to write the story.

3 sem. hrs.

LANGUAGES

French

Fr. 201-2 Second Year College Review grammar, selected readings in French. Composition. Three periods a week. Credit dependent upon completion of French 202. 6 sem. hrs.

Spanish

Sp. 101-2 First Year College The essentials of Spanish. The course advances through graded reading and composition. For those who offer no language credits from high school. Credit dependent upon completion of Spanish 102. 6 sem. hrs.

MATHEMATICS

Mt. 103 Algebra Logarithms; slide rule; theory of equations; inequalities; combinations and permutations; mathematical induction; binomial theorem; determinants; progressions; infinite series; partial fractions. 3 sem. hrs.

Mt. 105 Plane Trigonometry Trigonometric functions of acute angles; use of the table of natural functions; the right triangle; trigonometric functions of any angle; functions of the sum or the difference of two angles; the oblique triangle; graphs of functions, trigonometric identities and equations; applications of trigonometry to algebra. 3 sem. hrs.

Mt. 203 Plane Analytic Geometry Different system of coordinates; point; straight line; conics; transformation of coordinates; higher plane curves. 3 sem. hrs.

Mt. 301 Differential Calculus Functions; limits; derivatives; successive derivatives; maxima and minima; roots; differentials; curvature; theorem of mean value; indeterminate forms. 3 sem. hrs.

Mt. 302 Integral Calculus Integration by all methods; evaluation of the constant of integration; the definite integral; the fundamental theorem of integral calculus; series; multiple integrals. Prerequisite: Mt. 203. 3 sem. hrs.

Mt. 310 Differential Equations Equations of the first order and the first degree; equations of the first order but of higher degree; linear equations of a higher order with constant coefficients; total differential equations; simultaneous equations; homogeneous linear equations; equations of higher order and higher degree; integration in series. Prerequisite: Mt. 302. 3 sem. hrs.

DRAWING

Dr. 101-102 Engineering Drawing A practical drafting room course which takes advantage of the use of a standard text, not only to cover a wide field but also to introduce the student to much of the engineering vocabulary and practice. The drafting room work thoroughly covers lettering, working drawings, and tracing and touches on pictorial representation, structural drafting and curve plotting. Previous work in drafting is advantageous but not essential. 6 sem. hrs.

PHILOSOPHY

Pl. 201 Logic and Critics A survey of dialectics with exercises in reasoning followed by a study of the truth of thought, the sources of cognition and the criteria of truth. 3 sem. hrs.

Pl. 202 General Metaphysics A study of being, its primary determinations and transcendental attributes; the divisions of being; the principle of casuality. A study of corporeal substance; its properties, quantity, motion, space, time, change, the laws of nature; its constituents, atomism, dynamism, hylomorphism. 3 sem. hrs.

Pl. 203 Metaphysics II Origin of the world; finality of the world; existence of God; God and the world. 3 sem. hrs.

Pl. 301 Psychology Life in general; empirical observation of vital action; the power of self-motion; purposive activity; immanency of action; scholastic concept of life; the three essentially different grades of life; the prime principle of life; the theory of evolution; the nature of the soul; the origin of the soul; the immortality of the soul; union of soul and body. 3 sem. hrs.

PHYSICS

Ph. 201-3 General Physics The principles of mechanics, heat, sound, light, magnetism, electricity, and fundamentals of atomic physics constitute this course. Prerequisite: Mt. 103 and 105. 6 sem. hrs.

Ph. 202-4 General Physics Laboratory course. About fifty graded experiments in mechanics, heat, sound, light, magnetism, and electricity. 2 sem. hrs.

SOCIOLOGY

Sl. 101 Introductory Sociology Basic concepts and empirical data concerning human relations in society. 3 sem. hrs.

Sl. 102 Social Institutions Study of social processes, community life and basic institutions. 3 sem. hrs.

Sl. 205 Social Problems I Maladjustments centered in the American industrial economy and flowing from it. 3 sem. hrs.

Sl. 206 Social Problems II General course in social problems with emphasis on delinquency, health, child welfare, race relations and population. 3 sem. hrs.

Sl. 303 The Family Sociological analysis of trends and processes in the Western family system. 3 sem. hrs.

Sl. 305 Introductory Social Service Christian social values and influences in the field of professional social work. 3 sem. hrs.

Sl. 319 Crime and Juvenile Delinquency A scientific approach to the causes, prevention and correction of criminality. 3 sem. hrs.

Sl. 345 The Law and Social Work Exploring the relationship that exists between the two professions and determining the values each has for each other; a series of group discussions on the most effective use of law and social sciences; the need for harmonizing legal and social justice and recognition of individual rights and dignities. 3 sem. hrs.

THEOLOGY

Th. 105 Scripture Four Gospels and Life of Christ 3 sem. hrs.

Th. 106 Catholic Apologetics Christ's revelation; Founding of Church; Church in World Today. 3 sem. hrs.

BUSINESS AND RELATED FIELDS ACCOUNTING

Acc. 101-102 Elementary Accounting A basic course in the elements of double entry bookkeeping; intensive drill on working papers; opening and closing books; single proprietorships, partnerships, and simple corporation accounting; financial statements. Analysis and recording of business transactions; business vouchers and books; controlling accounts; adjusting and closing entries. Laboratory drill. 6 sem. hrs.

Acc. 104 Business Mathematics Application of basic mathematics to business problems: fractions; ratios and proportion; simple and compound interest; trade discounts; application of annuity principles. Prerequisite: Mt. 103. 3 sem. hrs.

Acc. 205-206 Intermediate Accounting Form and content of financial statements; partnership and corporation accounting; theories of valuation; comparative statements; analysis of financial statements; correction of errors; variations of net profits; application of funds; practical problems. Laboratory drill. 6 sem. hrs.

Acc. 303-304 Advanced Accounting Advanced study of partnership accounting; consignments, installments and joint ventures; correction of financial statements; statement of affairs, receivership and liquidation; estates and trusts; home and branch office accountments, and profit and loss statements. Laboratory drill. 6 sem. hrs.

Acc. 314 Federal Tax Accounting This course is designed to provide a comprehensive explanation of the Federal tax laws, and to provide training in the application of the tax principles embodied in the tax laws to specific problems. Particular emphasis is laid on the income tax provisions of the tax laws as they apply to individuals, partnerships and corporations. This course further includes a study of the techniques involved and problems encountered in the preparation and filing of returns and payments of taxes.

3 sem. hrs.

Acc. 315 Elementary Cost Accounting An introductory course emphasizing principles of accounting as applied to the problems of scientific accumulation of manufacturing costs. It embraces an inquiry into the methods of accounting for materials, labor and overhead under a job-order system and to determine per unit costing under a continuous process cost system.

3 sem. hrs.

Acc. 316 Advanced Cost Accounting This course is a continuation of Accounting 315; the special cost problems; by-products, co-products and joint-products; inventory difficulties and complexities; distribution costs; standard costs are also treated.

3 sem. hrs.

Acc. 319 Governmental Accounting The course is designed to give a practical knowledge of state and local governmental budgeting, accounting and auditing. Provides an introduction to institutional accounting. Reviews recent improvements in fiscal control in the Federal Government, by general coverage of regulatory measures and by analysis of specific developments.

3 sem. hrs.

Acc. 321-22 C.P.A. Coaching This course is designed for students who expect to enter the field of public accounting. It includes a consideration of auditing procedure but the major part of the work consists of problems and questions from previous State C.P.A. and the American Institute of Accountants examinations. Prerequisite: Acc. 303-304 or its equivalent.

6 sem. hrs.

Acc. 323 Auditing Principles This course covers both the accepted principles and practices of auditing that underlie balance sheets, detailed and continuous audits and special investigations. Discussion is supplemented with problems and questions applicable to audits.

3 sem. hrs.

Acc. 326 Internal Auditing Traces the development of Internal Auditing from its origin in line functions such as clerical verification and fraud detection; to its currently accepted function of review and appraisal of management controls, in staff position independent of operations under review. Utilizes case studies to present the application of internal auditing techniques in the functional and organizational areas of operations. Outlines essential personnel qualifications. Discusses importance of report writing and communication at all levels. Shows fitness of accountant for this affective service in management. 3 sem. hrs.

BUSINESS COMMUNICATIONS

B.C. 001 Business Correspondence (Elementary Typing) A basic course in typing. Credit toward certificate only. 2 Sem. hrs.

B.C. 002 Business Correspondence (Intermediate Typing) A continuation of the above course in typing. Credit toward certificate only. 2 sem. hrs.

B.C. 003 Business Correspondence (Advanced Typing) An advanced typing course with emphasis on speed and accuracy. Credit toward certificate only. 2 sem. hrs.

B.C. 004 Business Correspondence (Elementary Shorthand) A basic course in shorthand. Credit toward certificate only. 3 sem. hrs.

B.C. 005 Business Correspondence (Intermediate Shorthand) A continuation of the above course in shorthand. Credit toward certificate only. 3 sem. hrs.

B.C. 006 Business Correspondence (Advanced Shorthand) An advanced shorthand course with emphasis on speed and accuracy. Credit toward certificate only. 3 sem. hrs.

The Gregg system of shorthand is taught in the regular courses. Special arrangements can be made to study the Pittman method.

B.C. 304 Business Written Communications Principles of business correspondence; emphasis on structure and content of different types of written communications; business report analysis; assigned problems. 3 sem. hrs.

BUSINESS LAW

B.L. 305 Business Law Application of law to business transactions; fundamental ideas of law in general; business forms; contracts; agency; negotiable instruments; and banking law. 3 sem. hrs.

B.L. 306 Business Law Sales; personal property; partnerships and corporations; mortgages; real property; insurance, suretyship; and bankruptcy. 3 sem. hrs.

ECONOMICS

Eco. 104 Economic History of United States A survey of the outstanding developments since the Colonial days in agriculture, banking, transportation, labor and population, foreign trade and tariffs, and marketing. 3 sem. hrs.

Eco. 105 World Economic Geography A basic survey course designed to cover raw materials and industries comprising the fundamental world economy. This course includes considerations of sources of raw materials; methods of growing, producing or mining; uses in commodity form or in industry; importance to domestic economy and in foreign trade; structure and economics of industry; location and importance of principal industrial units. Emphasis will be placed on regional geography, world population problems, trade channels, and world economic competition. 3 sem. hrs.

Eco. 201-202 Economic Principles and Problems A study of the application of the basic economic principles to the business world in operation. Economic structures; production; forms of business enterprise; value and price determination; domestic and foreign trade; money, credit, and banking development distribution of wealth and income; the process of consumption. A careful consideration of the major economic problems of the day such as those related to business cycles, trusts and monopolies, transport, agriculture, labor, business financing, and government regulations. 6 sem. hrs.

Eco. 331 Labor Economics The function of labor in modern industry; the organized labor movement and the essence of collective bargaining; the government and the labor movement; labor relations within and outside the industrial unit; labor legislation; discussion of such general labor problems as child employment, women in industry; economic security for the laboring masses, hours, wages, and accidents. 3 sem. hrs.

FINANCE

Fn. 305 Money and Banking Functions of money, monetary development in United States; nature of functions, and instruments of credit; banking development in United States; the National Banking System; the Federal Reserve System; recent reforms; types and functions of banking institutions. 3 sem. hrs.

Fn. 307 Corporation Finance Structures and forms of different types of business enterprise; the promotion and financing of business; incorporation laws; underwriting securities; working capital; distribution of dividends; financial policies; failures and reorganizations; responsibility of the corporation to its creditors, its shareholders, and the general public. 3 sem. hrs.

Fn. 335 Retail Credit Fundamentals and Management This course is designed to present a study of the various problems encountered in organizing and operating retail credit and collection departments. Particular attention is given to sources of credit information; accepting and declining applications; credit identification and authorization; streamlined billing methods; credit sales promotion. 3 sem. hrs.

Fn. 336 Retail Collection Fundamentals and Methods This course is designed to present a study of retail collection procedures; collection tools and mediums; rehabilitating the delinquent customer; collection letters and notices. 3 sem. hrs.

INTERNATIONAL TRADE

I.T. 301 Principles of International Trade and Economics This course covers the theory of foreign trade, tariff theory, and international investment problems. Special attention is given to the history of trade, the economic bases for trade, balance-of-payments and foreign exchange problems. 3 sem. hrs.

MANAGEMENT

Mg. 311 Business Controls A course designed to study the techniques of statistical measurements involved in establishing managerial control of business. The course considers the effect of economic cycles on business as well as forecasting of trends and plotting graphs for executive control. 3 sem. hrs.

Mg. 327 Real Estate Property Management Developing income, highest and best use, selection of tenant, ad valorem taxation, building superintendent, apartment house upkeep, solicitation of management business, holding costs down, records, office setup and ethics. 3 sem. hrs.

Mg. 329-331 Real Estate Valuation I & II A course designed for professional real estate men as well as other persons interested in real estate appraisal, definitions of value and the economic principles involved. The purpose of the appraisal, the data program, the income, cost and market value approaches, and the correlation process are discussed. Various types of valuation problems are covered. 6 sem. hrs.

Mg. 330 Real Estate Law—Aimed at the many people engaged in Real Estate, and it's allied lines, such as, mortgage financing, real estate trust and investments. It will cover the rights of owner and tenant, agreements and contracts to sell or buy, brokers and agents responsibility to customers and clients, titles and deeds, taxes and regulatory legislation, vendor's liens and mortgages. 3 sem. hrs.

Mg. 334 Personnel Management Organization and functions of the personnel department in modern industry; job analysis, job specification, and job standardization; recruiting; selecting and testing, placing, and training labor supply; wage and salary administration; employee welfare plans; stabilizing employment.

3 sem. hrs.

Mg. 337 Production Management The purpose of this course is to acquaint the student with the basic principles, problems, and practices of the management of industrial organizations. The course covers the organization for production control and formulates principles underlying the establishment of plant layout and facilities. The course considers the principles and problems involved in the various types of manufacturing processes, in the control of materials, labor and equipment. A careful consideration is given to the problems of finance and of internal organization. Case studies and collateral reading provide an opportunity of examining and evaluating managerial techniques in current use.

3 sem. hrs.

Mg. 342 Public Relations An examination of the development of public relations and its position in present day business life. The course covers the philosophy and ethics of recognized public relations practitioners; the principles of motivation and the influencing of public opinion; the tools and techniques of public relations; the problem of communication; and relations with the information media. The course will provide the opportunity for each student to examine in detail the public relations problems and program of at least one major New Orleans industry, business or civic enterprise.

3 sem. hrs.

Mg. 347 Management and Professional Speech Principles of everyday business speech. Emphasis is on methods and techniques of conference speaking and leadership. Ample supervised practice in oral communications is afforded through class activities. The order of the course stems from conversational techniques, to conferences, where the focus includes question of policy meetings, oral reports, parliamentary procedure. The course takes up also the sales situation and the application interview. Some practice is offered additionally in radio panel programs. This course is limited to a maximum of 25 students.

3 sem. hrs.

Mg. 350-351 Executive Training I and II This course aims to be of practical usefulness to the student who wishes to be successful in industry. It studies the fundamental principles and basic rules of action in dealing with supervisory problems at all levels. Line and staff organizations are defined; industrial relations are a major topic of the course.

6 sem. hrs.

Mg. 353 Time and Motion Study Studies in the broad field of work simplification, measurement, and improvement. A thorough study of contemporary time study methods with a survey of the principles of motion economy and the use of therbligs. The course embraces the growing realization throughout industry that one of the greatest opportunities for cost reduction lies in the improvement of existing production and business methods. The course tells not only "what" but "how" so that the methods may be clearly comprehended and readily followed in practice. Prerequisite: Mg. 337. 3 sem. hrs.

MARKETING

Mk. 301 Introduction to Marketing I A survey of the institutions and activities in the flow of goods from producer to consumer and of the economic and social forces which affect marketing. 3 sem. hrs.

Mk. 309 Sales Promotion To sell more; to make a higher profit; to open new accounts; to increase the size of orders; to reclaim "lost" accounts; to get salesmen to sell the full line; to educate dealers and store personnel; to overcome seasonal slumps; to introduce a new product or model; to utilize advertising to produce results—these are some of the objectives of sales promotion. To plan, budget, schedule, develop, stage, control and evaluate results of sales promotion is the responsibility of the sales promotion manager or the sales executive or manager of a selling organization. Experienced New Orleans sales executives will give practical illustrations of successful sales promotion techniques in addition to regular classroom instruction and discussion. 3 sem. hrs.

Mk. 310 Marketing Research Market analyses, surveys, measurement of the effectiveness of advertising and sales promotion efforts, and criteria for judging marketing research studies and reports. 3 sem. hrs.

Mk. 312 Sales Supervision For salesmen who aspire to increased responsibility and reward and sales supervisors and managers who wish to objectively evaluate and solve supervisory problems. Critical attention will be paid to planning, organizing, effecting, controlling and evaluating the sales supervision program. Methods of supervision and the use of supervision tools will be discussed. Training of salesmen, motivation and the building and sustaining of morale will receive special emphasis. Study of how to select, train, compensate and evaluate the sales supervisor will complete the course. 3 sem. hrs.

Mk. 326 Salesmanship A practical course in the basic principles underlying successful selling. Topics treated include personal qualities required for effective salesmanship, analyzing customer needs, the steps involved in making the sale, how to answer objections, closing techniques, sales tools, and others. The principles will be illustrated and applied by means of practice and sales demonstrations. 3 sem. hrs.

Mk. 332 Sales Psychology Methods of influencing customers to purchase materials and services. This course goes into a study of how and why people buy and ways in which they can be influenced into buying. This course studies the new customer in business and at home by going into his problems, interests and ambitions as a human being. While attention is paid to the customer as a human being, the focus also takes up the personality characteristics of the salesman. 3 sem. hrs.

SATURDAY COURSE OFFERINGS

Bl. 102 General Zoology A comprehensive study is made of typical invertebrate and vertebrate animals with emphasis on their structures, function, ecology and evolution. This course is designed primarily for education majors. Two lectures and two laboratory periods. Prerequisite: Bl. 101. 4 sem. hrs.

Ch. 101-102 General Inorganic Fundamental principles of chemistry; the laws of chemical action and description of the non-metallic and metallic elements and their compounds. Two lectures, one recitation, and two laboratory periods. 8 sem. hrs.

Ed. 230 Child Psychology The application of the laws and principles of psychology in the process of guiding and directing the growth and development of the child into adolescence. 3 sem. hrs.

Ed. 254 Children's Literature This course includes appropriate stories and poems of the accredited Louisiana Library List from the primary through the upper elementary level. 3 sem. hrs.

Ed. 301 High School Teaching The development, objectives, curriculum, administration, and supervision of the high school; guidance and extracurricular activities and evaluation at the high school level. 3 sem. hrs.

Ped. 151 Introduction of Health, Safety, and Physical Education for Teachers Course II A course for classroom teachers in the fundamentals of group activities, organization, rules and team play. 2 sem. hrs.

Ped. 187 Folk and National Dances

2 sem. hrs.

Ped. 287 Square Dances

2 sem. hrs.

Ped. 389 Elementary-School Program of Physical Education, Course I The elementary-school program at the primary level.

2 sem. hrs.

Ped. 390 The Elementary-School Program of Physical Education, Course II The elementary-school program at the elementary level.

2 sem. hrs.

En. 202 A Survey of English Poetry and Prose From the Romantics to the present day. This course is required of all Sophomores.

3 sem. hrs.

En. 306 Shakespeare's Tragedies The theory of tragedy, the development of drama; a study of "Hamlet," "Macbeth," "Othello," "Lear."

3 sem. hrs.

En. 380 Introduction to Bibliography and Research Method A course designed to introduce the student to the methods and principles of English scholarship. Typical exercises and practical training will be given in the bibliography of literary study. Required of English majors.

2 sem. hrs.

Hs. 202 Survey of United States History II (1865-1955) Reconstruction; economic and social developments; imperialism; agriculture vs. industry; growth of monopolies and trusts; World War I; the New Deal; American interest in world affairs; World War II; toward Internationalism.

3 sem. hrs.

Hs. 322 Modern Europe II (1689-1848) French-Spanish-Dutch wars for colonial and commercial supremacy; decline of Spain; rise of Russia and Prussia; dismemberment of Poland; "benevolent despots"; "Old Regime" and the French Revolution; the Hano-verians; Napoleon; Congress of Vienna; reaction against liberalism; Holy Alliance; Metternich; Revolutions of 1848.

3 sem. hrs.

Pl. 202 Metaphysics I Being, its objective concept; essence; states of being; existence; possibility, internal and external; sources of internal possibility; kinds of being; substance and accident; distinction between nature and person; attributes of being; principle of causality Prerequisite: Pl. 201.

3 sem. hrs.

Pl. 302 General Ethics Definition, nature, object, and necessity of ethics; subjective and objective ultimate end of man; human action; its merit and imputability; norm of morality; true and false; Law, natural and positive. Prerequisite: P. 203 and Pl. 301.

3 sem. hrs.

Sl. 102 Social Institutions Study of social processes, community life and major institutions.

3 sem. hrs.

Sl. 206 Social Problems II General course in social problems with emphasis on delinquency, health, child welfare, race relations and populations.

3 sem. hrs.

CLASS SCHEDULE FOR EVENING COURSE OFFERINGS FALL SEMESTER

Course No.	Description	S.H.	Room	Time	Days	Instructor
ACCOUNTING:						
Acc. 101	Elementary Accounting.....	3	BA202	8:20- 9:35	M-W	Robert
Acc. 101	Elementary Accounting.....	3	BA211	7:00- 8:15	T-T	Thomas
Acc. 101	Elementary Accounting.....	3	BA202	7:00- 9:35	Fri.	Ladieu
Acc. 205	Intermediate Accounting.....	3	BA202	7:00- 8:15	M-W	Robert
Acc. 205	Intermediate Accounting.....	3	BA202	8:20- 9:35	T-T	Boudreaux
Acc. 303	Advanced Accounting.....	3	BA211	7:00- 8:15	M-W	Pujol
Acc. 303	Advanced Accounting.....	3	BA211	8:20- 9:35	T-T	Thomas
Acc. 314	Federal Tax Accounting.....	3	BA211	7:00- 9:35	Fri.	Warren
Acc. 315	Elementary Cost Accounting.....	3	BA212	7:00- 8:15	T-T	Lawson
Acc. 319	Governmental Accounting.....	3	BA200	7:00- 9:35	Fri.	Eaton
Acc. 321	C.P.A. Coaching Course.....	3	BA212	7:00- 9:00	M-W	Staff

BUSINESS COMMUNICATIONS:

B.C. 001	Elementary Typing.....	2*	Hale	8:20- 9:35	M-W	Hale
B.C. 002	Intermediate Typing.....	2*	Hale	8:20- 9:35	T-T	Hale
B.C. 004	Elementary Shorthand.....	3*	Hale	7:00- 8:15	M-W	Kelly
B.C. 005	Intermediate Shorthand.....	3*	Hale	7:00- 8:15	T-T	Miranti
B.C. 304	Business Written Comm.....	3	M33	8:20- 9:35	T-T	Rathe

BUSINESS LAW:

B.L. 305	Business Law.....	3	BA211	8:20- 9:35	M-W	Bologna
B.L. 305	Business Law.....	3	BA202	7:00- 8:15	T-T	Manning

ECONOMICS:

Eco. 104	Economic History of the United States.....	3	M35	8:20- 9:35	M-W	Smith
Eco. 201	Economic Principles & Problems	3	M42	7:00- 8:15	M-W	Nelson
Eco. 331	Labor Problems.....	3	M31	7:00- 8:15	T-T	Fr. Yenni

EDUCATION:

Ed. 302	Adolescent Psychology.....	3	M35	7:00- 8:15	M-W	Paganelli
Ed. 354	Teaching of Arithmetic in the Elementary Schools.....	3	M34	7:00- 8:15	M-W	Bostick

ENGLISH:

En. 101	Basic English.....	3	M44	7:00- 8:15	M-W	Staff
En. 101	Basic English.....	3	M36	8:20- 9:35	T-T	Staff
En. 201	Survey of English Poetry and Prose.....	3	M34	8:20- 9:35	M-W	Staff
En. 351	History of Drama.....	3	M33	7:00- 8:15	M-W	Staff

EXPRESSION:

Ex. 101	Fundamentals of Speech.....	3	M33	7:00- 8:15	T-T	Rathe
Ex. 311	Radio & TV Announcing.....	3	WWL	7:00- 9:35	Tu.	Lewis
Ex. 312	Radio & TV Script Writing.....	3	WWL	7:00- 9:35	Fri.	Bonomo
Ex. 316	Careers in Radio & TV.....	3	WWL	7:00- 9:35	Tu.	Dean
Ex. 320	Television Drama I.....	3	WWL	7:00- 9:35	Th.	Dean
Ex. 322	Construction of the 1-Act Play.	3	WWL	7:00- 9:35	Mon.	Bonomo
Mu. 101	Music Appreciation.....	3	M45	7:00- 9:35	Mon.	Poteet

FINANCE:

Fn. 305	Money & Banking.....	3	M30	7:00- 9:35	Th.	Dittmann
Fn. 335	Retail Credits.....	3	M30	7:00- 9:35	Tu.	Staff

FALL SCHEDULE (Continued)

Course No.	Description	S.H.	Room	Time	Days	Instructor
HISTORY:						
Hs. 101	Survey of World History I.....	3	M41	8:20- 9:35	T-T	Witte
Hs. 201	Survey of United States History I.....	3	M41	8:20- 9:35	M-W	Staff
Hs. 331	Modern Europe III.....	3	M42	7:00- 8:15	T-T	Smythe
Hs. 361	Louisiana History.....	3	M41	7:00- 8:15	T-T	Tregle
PSc. 101	American Government I.....	3	M41	7:00- 8:15	M-W	Ochsner
LANGUAGES:						
Fr. 201	Second Year College French.....	3	M30	7:00- 9:35	Fri.	Staff
Sp. 101	First Year College Spanish.....	3	M31	7:00- 9:35	Fri.	Staff
INTERNATIONAL TRADE:						
I. T. 301	Principles of International Trade and Economics.....	3	M30	7:00- 9:35	Wed.	Altazan
JOURNALISM:						
Jr. 201	News Writing.....	3	M. O.	7:00- 9:35	Fri.	Liuzza
MANAGEMENT:						
Mg. 311	Business Controls.....	3	M32	8:20- 9:35	T-T	Staff
Mg. 329	Real Estate Valuation I.....	3	R.E.B.	7:00- 9:35	Tu.	Kuebel
Mg. 330	Real Estate Law.....	3	M43	7:00- 9:35	Th.	Frilot
Mg. 334	Personnel Management.....	3	BA202	7:00- 8:15	M-W	Perrault
Mg. 337	Production Management.....	3	M36	8:20- 9:35	M-W	Albert
Mg. 342	Public Relations.....	3	M43	7:00- 9:35	Mon.	Liuzza
Mg. 350	Executive Training I.....	3	M31	7:00- 9:35	Wed.	Gauthier
Mg. 353	Time and Motion Study.....	3	BA212	8:20- 9:35	T-T	Lawson
MARKETING:						
Mk. 301	Introduction to Marketing I.....	3	BA202	8:20- 9:35	M-W	Jacobs
Mk. 312	Sales Supervision.....	3	M34	7:00- 9:35	Th.	Kreffft
Mk. 332	Sales Psychology.....	3	M34	7:00- 9:35	Tu.	Kreffft
MATHEMATICS:						
Mt. 103	College Algebra.....	3	M31	8:20- 9:35	T-T	Staff
Mt. 203	Plane Geometry.....	3	C2	7:00- 8:15	M-W	Staff
Mt. 302	Integral Calculus.....	3	C7	7:00- 8:15	M-W	Staff
DRAWING:						
Dr. 101	Engineering Drawing I.....	3	BA212	7:00- 9:35	Fri.	Bierhorst
PHILOSOPHY:						
Pl. 201	Logic & Criticism.....	3	M36	7:00- 8:15	T-T	Fr. Shields
Pl. 203	Metaphysics II.....	3	M36	7:00- 8:15	M-W	Fr. Bogue
PHYSICS:						
Ph. 201-2	General Physics.....	4	P.B.	7:00-10:00	M-W	Staff
SOCIOLOGY:						
SI. 101	Introductory Sociology.....	3	M35	7:00- 8:15	T-T	Carrigee
SI. 205	Social Problems I.....	3	M35	8:20- 9:35	T-T	Carrigee
SI. 305	Introductory Social Service.....	3	S.O.	7:00- 9:35	Mon.	Gross
SI. 345	The Law and Social Work.....	3	S.O.	7:00- 9:35	Wed.	Blessing
THEOLOGY:						
Th. 105	Scripture.....	3	M32	7:00- 9:35	Fri.	Staff

SPRING SCHEDULE

Course No.	Description	S.H.	Room	Time	Days	Instructor
ACCOUNTING:						
acc. 101-102	Elementary Accounting (Accelerated).....	6	BA200	7:00- 9:35	M-W	Redmann
acc. 102	Elementary Accounting.....	3	BA202	8:20- 9:35	M-W	Robert
acc. 102	Elementary Accounting.....	3	BA211	7:00- 8:15	T-T	Thomas
acc. 102	Elementary Accounting.....	3	BA202	7:00- 9:35	Fri.	Ladieu
acc. 104	Business Mathematics.....	3	BA212	8:20- 9:35	T-T	Lawson
acc. 206	Intermediate Accounting.....	3	BA202	7:00- 8:15	M-W	Robert
acc. 206	Intermediate Accounting.....	3	BA202	8:20- 9:35	T-T	Boudreaux
acc. 304	Advanced Accounting.....	3	BA211	7:00- 8:15	M-W	Pujol
acc. 304	Advanced Accounting.....	3	BA211	8:20- 9:35	T-T	Thomas
acc. 316	Advanced Cost Accounting.....	3	BA212	7:00- 8:15	T-T	Lawson
acc. 322	C.P.A. Coaching Course.....	3	BA212	7:00- 9:00	M-W	Staff
acc. 323	Auditing Principles.....	3	BA211	7:00- 9:35	Fri.	Leftwich
acc. 326	Internal Auditing.....	3	BA202	7:00- 9:35	Fri.	Eaton
BUSINESS COMMUNICATIONS:						
C. 001	Elementary Typing.....	2*	Hale	8:20- 9:35	M-W	Hale
C. 003	Advanced Typing.....	2*	Hale	8:20- 9:35	T-T	Hale
C. 005	Intermediate Shorthand.....	3*	Hale	7:00- 8:15	M-W	Kelly
C. 006	Advanced Shorthand.....	3*	Hale	7:00- 8:15	T-T	Miranti
C. 304	Business Written Comm.....	3	M33	8:20- 9:35	T-T	Rathe
BUSINESS LAW:						
L. 306	Business Law.....	3	BA211	8:20- 9:35	M-W	Bologna
L. 306	Business Law.....	3	BA202	7:00- 8:15	T-T	Manning
ECONOMICS:						
eco. 105	World Economic Geography.....	3	M35	8:20- 9:35	M-W	Smith
eco. 202	Economic Principles & Problems.....	3	M42	7:00- 8:15	M-W	Nelson
EDUCATION:						
ed. 351	Methods Related to Specific High School Courses.....	2	M35	7:00- 7:50	M-W	Fr. Whelan
ed. 355	The Teaching of Science in the Elementary School.....	3	M34	7:00- 8:15	M-W	Bostick
ENGLISH:						
n. 101	Basic English.....	3	M32	7:00- 9:35	Th.	Staff
n. 102	Basic English.....	3	M44	7:00- 8:15	M-W	Staff
n. 102	Basic English.....	3	M36	8:20- 9:35	T-T	Staff
n. 202	Survey of English Poetry and Prose.....	3	M34	8:20- 9:35	M-W	Staff
n. 340	English Romantic Poets.....	3	M33	7:00- 8:15	M-W	Staff
EXPRESSION:						
x. 313	Radio & TV Acting and Directing.....	3	WWL	7:00- 9:35	Mon.	Bonomo
x. 317	Radio & TV Program Production.....	3	WWL	7:00- 9:35	Tu.	Dean
x. 321	Television Drama II.....	3	WWL	7:00- 9:35	Th.	Dean
fs. 102	Music Appreciation.....	3	M45	7:00- 9:35	Mon.	Poteet
FINANCE:						
n. 307	Corporation Finance.....	3	M30	7:00- 9:35	Th.	Dittmann
n. 336	Retail Collections.....	3	M30	7:00- 9:35	Tu.	Staff

SPRING SCHEDULE (Continued)

Course No.	Description	S.H.	Room	Time	Days	Instructor
HISTORY:						
Hs. 102	Survey of World History II.....	3	M41	8:20- 9:35	T-T	Witte
Hs. 202	Survey of United States History II.....	3	M41	8:20- 9:35	M-W	Staff
Hs. 332	Modern Europe IV.....	3	M42	7:00- 8:15	T-T	Smythe
PSc. 102	American Government II.....	3	M41	7:00- 8:15	M-W	Ochsner
LANGUAGES:						
Fr. 202	Second Year College French.....	3	M30	7:00- 9:35	Fri.	Staff
Sp. 102	First Year College Spanish.....	3	M31	7:00- 9:35	Fri.	Staff
JOURNALISM:						
Jr. 202	News Reporting.....	3	M.O.	7:00- 9:35	Fri.	Liuzza
MANAGEMENT:						
Mg. 311	Business Controls.....	3	M36	8:20- 9:35	M-W	Staff
Mg. 327	Real Estate Prop. Mgmt.....	3	M43	7:00- 9:35	Th.	Paletou
Mg. 331	Real Estate Valuation II.....	3	R.E.B.	7:00- 9:35	Tu.	Kuebel
Mg. 334	Personnel Management.....	3	M42	8:20- 9:35	M-W	Perrault
Mg. 347	Mgmt. & Prof. Speech.....	3	M33	7:00- 8:15	T-T	Rathe
Mg. 351	Executive Training II.....	3	M31	7:00- 9:35	Wed.	Gauthier
MARKETING:						
Mk. 309	Sales Promotion.....	3	M34	7:00- 9:35	Th.	Krefftt
Mk. 310	Marketing Research.....	3	M30	7:00- 9:35	Wed.	Jacobs
Mk. 326	Salesmanship.....	3	M34	7:00- 9:35	Tu.	Krefftt
MATHEMATICS:						
Mt. 105	Plane Trigonometry.....	3	M31	8:20- 9:35	T-T	Staff
Mt. 301	Differential Calculus.....	3	C2	7:00- 8:15	M-W	Staff
Mt. 310	Differential Equations.....	3	C7	7:00- 8:15	M-W	Staff
DRAWING:						
Dr. 102	Engineering Drawing II.....	3	BA212	7:00- 9:35	Fri.	Bierhorst
PHILOSOPHY:						
Pl. 202	Metaphysics I.....	3	M36	7:00- 8:15	T-T	Fr. Shield
Pl. 301	Psychology.....	3	M36	7:00- 8:15	M-W	Fr. Bogue
PHYSICS:						
Ph. 203-4	General Physics.....	4	P.B.	7:00-10:00	M-W	Staff
SOCIOLOGY:						
Sl. 102	Social Institutions.....	3	M35	7:00- 8:15	T-T	Carrigee
Sl. 206	Social Problems II.....	3	M35	8:20- 9:35	T-T	Carrigee
Sl. 303	Sociology and the Family.....	3	S.O.	7:00- 9:35	Mon.	Gross
Sl. 319	Delinquency Problems of Modern Youth.....	3	S.O.	7:00- 9:35	Wed.	Blessing
THEOLOGY:						
Th. 106	Catholic Apologetics.....	3	M32	7:00- 9:35	Fri.	Staff

DAY SCHEDULE FOR TYPING CLASSES:

M-W-F	12:00-12:50
M-W-F	4:00- 4:50
T-T	11:15-12:30
T-T	1:30- 2:45
T-T	3:00- 4:15

(These classes held at 1730 Calhoun Street)

SATURDAY SCHEDULE

Course No.	Description	S.H.	Room	Time	Days	Instructor
ZOOLOGY:						
102	General Zoology (Prerequisite: Bl. 101).....	4		8:00-10:00		Dr. Outland
CHEMISTRY:						
101-102	General Inorganic Chemistry.....	8	C-2-3	8:00- 1:30		Mazzino
EDUCATION:						
230	Child Psychology.....	3	M31	9:45-11:00		Martire
254	Children's Literature.....	3	M31	11:00-12:25		Martire
301	High School Teaching.....	3	M33	8:00- 9:15		Fr. Whelan
PHYSICAL EDUCATION:						
d. 151 (S)	Introduction to Health, Safety, and Physical Education for Teachers, Course II.....	2	F.H.	9:25-11:05		Staff
d. 187 (F)	Folk and National Dances.....	2	F.H.	8:00- 9:40		Walsh
d. 287 (S)	Square Dances.....	2	F.H.	8:00- 9:40		Walsh
d. 389 (F)	Elementary School Program of Physical Education, Course I.....	2	F.H.	9:50-11:30		Walsh
d. 390 (S)	The Elementary-School Program of Physical Education, Course II.....	2	F.H.	9:50-11:30		Walsh
ENGLISH:						
202	A Survey of English Poetry and Prose.....	3	M33	9:25-10:40		Fr. O'Connor
306	Shakespeare's Tragedies.....	3	M33	10:45-12:00		Fr. O'Connor
380	Introduction to Bibliography and Research Method.....	2	M35	9:00-10:00		Eberle
HISTORY:						
202	Survey of United States History II.....	3	M45	10:45-12:00		Smythe
322	Modern Europe II.....	3	M44	8:00- 9:15		Smythe
LIBRARY SCIENCE:						
	Consult Librarian for Course Schedules					
PHILOSOPHY:						
202	Metaphysics I.....	3	M44	10:45-12:00		Fr. Montecino
302	General Ethics.....	3	M34	9:25-10:40		Fr. Mulherin
SOCIOLOGY:						
102	Social Institutions.....	3	C1	9:25-10:40		Fr. Fichter
206	Social Problems II.....	3	C1	10:45-12:00		Fr. Fichter

Saturday classes run for the whole school year unless otherwise indicated, such as:
(F) Fall Semester and (S) Spring Semester.

SYMBOLS:

*	For certification only.
BA:	Business Administration Building (Now Stallings Hall)
C:	Chemistry Building
F.H.:	Field House
HALE:	1730 Calhoun Street
M:	Marquette Hall
M.O.:	Maroon Office—Student Center
P.B.:	Physics Building
R.E.B.:	Real Estate Board—823 Perdido Street—New Orleans, Louisiana.
S.O.:	Sociology Office—Fenner Hall
WWL:	Radio Station WWL—Roosevelt Hotel



The Evening Division of Loyola University is not a newcomer to the field of adult education. Responding to a popular demand, Father C. Kearns, S.J., then Dean of Loyola University, made the unique system of Jesuit education available to the New Orleanians who could only attend classes at night. Father Kearns started his first evening session in September, 1924. The popularity of the evening classes increased to such an extent that the Board of Directors established the Evening Division as a separate unit of the University.

Always conscious of its community obligations, the Evening Division considers its offerings as a real community service to the ambitious men and women of the Greater New Orleans area. In accordance with this outlook, it offers not only degrees, but also certificate and individual programs that can be tailored to meet the variations of individual needs. Individuals or groups who are in need of specialized education or training will find the Evening Division anxious to help.

Loyola University, like other modern educational institutions has grown so fast that the community is still unaware of the University's full potentialities. There are few educational or training problems that cannot now be handled by Loyola University. A letter, a visit, or a phone call to the Office of the Evening Division will furnish expert counseling without incurring any obligations.



